State Plan For Independent Living (SPIL)

Rehabilitation Act of 1973, as Amended, Chapter 1, Title VII

Part B - INDEPENDENT LIVING SERVICES

Part C - Centers for Independent Living

State: Washington

FISCAL YEARS: 2025-2027

Effective Date: 10/01/2024

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number (ON 0985-0044). Public reporting burden for this collection of information is estimated to average 240 hours per response, including time for gathering and maintaining the data needed and completing and reviewing the collection of information. The obligation to respond to this collection is required to receive financial assistance (Title VII of the Rehabilitation Act of 1973, as amended.

EXECUTIVE SUMMARY

Mission

The mission statement for Washington is, "We as individuals with disabilities in Washington state will promote independence, equity, and full accessibility in the communities of our choice through peer connections and advocacy."

Goals

The 2025 to 2027 Washington State Plan for Independent Living (SPIL) will focus on three goals:

1. Goal 1: DEIA Diversity Equity Inclusion and Accessibility: People with disabilities from underserved and unserved communities have equitable access to IL related services and support.

2. Goal 2: Inclusive Emergency Planning: Access and functional needs are central to emergency preparedness, response, and recovery for people with disabilities across communities and systems, including individuals with disabilities living within tribal communities.
3. Goal 3: Network Growth: The Independent Living Network operates effectively, has adequate funding, and the capacity to expand.

This SPIL is part of long term "9 year" planning across multiple plan cycles that started in 2022 in the wake of the global pandemic. The pandemic expanded our common knowledge of accessibility and equity forever. With this shared experience, our long term, collaborative planning will now focus even more on creating access and belonging for all Washingtonians. There will be a continued focus on inclusive emergency planning for disability, access and functional needs (D-AFN) including sign and spoken language access, getting full county coverage by Centers for Independent Living (CILs), and autonomy of the SILC.

The SPIL was developed with the four Washington Centers for Independent Living (CILs) and the Washington Statewide Independent Living Council (WASILC), with feedback from the Tribal Relations Administrator from the Washington State Department of Social and Health Services.

Section 1: Mission, Goals, Objectives, and Activities

1.1 - MISSION

Mission of the Independent Living Network and the SPIL

We as individuals with disabilities in Washington state will promote independence, equity and full accessibility in the communities of our choice through peer connections and advocacy.

1.2 - GOALS

Goals of the SPIL

Goal #1: (DEIA): People with disabilities from underserved and unserved communities have equitable access to IL related services and support.

Goal #2: (Inclusive Emergency Planning): Access and functional needs are central to emergency preparedness, response, and recovery for people with disabilities across communities and systems, including individuals with disabilities living within tribal communities.

Goal #3: (Network Growth): The Independent Living Network operates effectively, has adequate funding, and the capacity to expand.

1.3 - OBJECTIVES

Objectives for the three-year period of the plan – including geographic scope, desired outcomes, target dates, and indicators. Including compatibility with the purpose of Title VII, Chapter 1.

Goal #1: (DEIA): People with disabilities from underserved and unserved communities have equitable access to IL related services and support.

Objective #1.1: Washington Statewide Independent Living Council (WASILC) and Centers for Independent Living (CILs) will provide culturally and linguistically accessible services.

Measurable Indicators:

Indicator #1.1.1: WASILC will share results of cross disability needs assessment that has a statewide reach with Independent Living (IL) Network for the purpose of promoting cultural, linguistic and accessible access to services.
Indicator #1.1.2: IL Network will meet at least annually to determine the scope of the communication barriers that people may face and discuss ways to ensure that appropriate resources are available to the network.

Indicator #1.1.3: Unserved and underserved populations will have increased access to services they need.

**Other Objective info and/or Activities (optional):**

Activity #1.1.1: IL Network will identify and develop local resource lists for spoken and sign language interpreters.

Activity #1.1.2: IL Network will apply WCAG 2.1 standards, or as amended, to print and digital media.

Activity #1.1.3: IL Network will provide content of materials in primary languages identified in their service areas.

Activity #1.1.4: IL Network will identify and use accessibility standards for in-person, virtual and hybrid meetings and events.

Activity #1.1.5: Intentional engagement with unserved and underserved communities.

**Geographic Scope:** Statewide

**Objective #1.2:** CILs will strive to have consumers representing the diversity of the communities they serve.

**Measurable Indicators:**

Indicator #1.2.1: IL services are delivered in a manner that is more equitable across diverse populations.

Indicator #1.2.2: CILs and WASILC will meet to discuss Network definitions of unserved and underserved population identities.

**Other Objective info and/or Activities (optional):**

Activity #1.2.1: Consumer demographics from PPRs will be compared to census data for each region.

Activity #1.2.2: WASILC and CILs will annually review PPRs to identify consumers who self-identify as minorities, or culturally and/or linguistically diverse, or have access needs.

Activity #1.2.3: Network will identify a variety of population identities (i.e. disability, Nation, culture, economics, housed/unhoused, immigration status, sexual-identity, gender-identity, etc.) and compare to annual PPR data.

**Geographic Scope:** Statewide

**Objective #1.3:** The Washington IL Network will be knowledgeable about Diversity, Equity, Inclusion, and Accessibility (DEIA) with implications to IL, and will have a better understanding of the unique status of Tribal nations and their citizens.

**Measurable Indicators:**

Indicator #1.3.1: Annually, WASILC, CILs and other invited community partners (IL Network) will select and complete at least two DEIA and/or Tribal relations training courses offered to staff of all partners either individually or as a larger collaborative educational event.

Indicator #1.3.2: WASILC, CILs and other invited community partners will demonstrate increased knowledge and confidence in DEIA and/or Tribal relations as evidenced by pre/post surveys.
Other Objective info and/or Activities (optional):

Activity #1.3.1: Attending regional events with culturally diverse audiences to learn how different cultures identify with disability and Independent Living.

Activity #1.3.2: Identifying areas of weakness in outreach and possible strategies to strengthen outreach and service to culturally and linguistically diverse populations.

**Geographic Scope:** Statewide

Goal #2: (Inclusive Emergency Planning): Access and functional needs are central to emergency preparedness, response, and recovery for people with disabilities across communities and systems, including individuals with disabilities living within tribal communities.

Objective #2.1: Improve consumer and public access to information and resources on emergency preparedness, response, and recovery because of disasters, natural (wildfires, floods, extreme weather, or pandemic), human-made disaster (terrorism, civil unrest, or a mass shooting) or technological (chemical releases, power outages, or mass cybersecurity breach).

**Measurable Indicators:**

Indicator #2.1.1: WASILC Coalition for Inclusive Emergency Preparedness (CIEP) will create protocols for accessible emergency notifications using a variety of current and emerging technologies and techniques.

Indicator #2.1.2: WASILC, CILs and community members with disabilities will engage in advocacy efforts that reduce the barriers that individuals with significant disabilities encounter during local, tribal, statewide, and national disasters and emergencies.

Indicator #2.1.3: Consumers are prepared for emergencies and knowledgeable of resources available to them when an emergency occurs.

Indicator #2.1.4: WASILC CIEP will develop a comprehensive, statewide emergency management plan with Memorandum of Agreement template for WASILC and CIL’s use to manage resources in an emergency.

Other Objective info and/or Activities (optional):

Activity #2.1.1: Support efforts to create a pipeline of intersectionally diverse sign and spoken language interpreters trained in disability-access and functional needs (D-AFN), and local emergency planning.

Activity #2.1.2: WASILC CIEP will attend public meetings and events to gather and disseminate emergency preparedness information.

Activity #2.1.3: Track/tally emergency alerts and sources to evaluate ASL and other accessibility considerations including, spoken languages prominent in communities affected, captioning, graphics, simple language, minimal jargon and acronyms, and compatibility with commonly used accessible information and communication technology (ICT) devices.

Activity #2.1.4: One advocate in each CIL commits to participating in local emergency planning activities such as skills development and group planning activities.

Activity #2.1.5: WASILC and CILs coordinate and host one community training annually.

Activity #2.1.6: Educate and support Washingtonians with disabilities in making personal emergency plans and the importance of local involvement in planning.

**Geographic Scope:** Statewide
Objective #2.2: WASILC CIEP serves as a catalyst for communication between the disability and Emergency and Disaster Preparedness Communities.

**Measurable Indicators:**

Indicator #2.2.1: State and local emergency officials include individuals with disabilities and address their unique needs in emergency planning: mitigation, preparation, response, and recovery.

Indicator #2.2.2: CILs will have Continuity of Operations Plans (COOP) to ensure the execution of essential functions and fundamental duties as a public entity responsible to their stakeholders.

Indicator #2.2.3: Increased CIEP Partner participation to show cross-representation of marginalized communities in monthly calls, with the goal of adding more advisors from same communities in Advisory Group.

**Other Objective info and/or Activities (optional):**

Activity #2.2.1: Continue and increase participation with emergency management groups and in emergency activities that lead to the full inclusion of people with disabilities in all stages of emergency/disaster: Increase the number of people with disabilities involved with emergency planning, drills and exercises, and long-term recovery groups by 25% annually.

Activity #2.2.2: WASILC CIEP will liaise with local, county, state, tribal, and federal entities to coordinate inclusive emergency response efforts in collaboration with community advocates.

Activity #2.2.3: Seek out and collaborate with groups sponsored by state, local, and tribal government agencies that primarily review inclusive emergency planning efforts.

**Geographic Scope:** Statewide

Goal #3: (Network Growth): The Independent Living Network operates effectively, has adequate funding, and the capacity to expand.

Objective #3.1: Grow the Washington State Center for Independent Living Network.

**Measurable Indicators:**

Indicator #3.1.1: WASILC and CILs will develop a capacity review tool and distribute to the Network.

Indicator #3.1.2: Statewide community needs assessment data will be evaluated for priorities and key issue areas.

Indicator #3.1.3: WASILC hosts and/or attends meetings quarterly meetings to build relationships moving towards expansion including a tribally affiliated CIL.

Indicator #3.1.4: IL Network explores various methods of increasing CIL service provision throughout Washington State.

**Other Objective info and/or Activities (optional):**

Activity #3.1.1: The WASILC and CILs will work to develop a review tool that looks at the current structure and capacity of the CILs that will include: current staffing levels, staffing and management structure, financial performance, service area needs, service area limitation, demand for services, percentages disability population that is served, successful fee-for-service programs, and promising practices.

Activity #3.1.2: Data will be collected, and a draft report developed addressing the capacity needs, infrastructure of the network, and recommendations for targeted capacity building and expansion.
Activity #3.1.3: The final report will give a comprehensive view of the network structure and plans for the ongoing sustainability of Independent Living. Recommendations can be made for future planning of where full services expansion can take place and with what structure; with possible recommendation of CILs and/or Satellites being developed.

Activity #3.1.4: CILs and WASILC will have effective data for fundraising activities.

Activity #3.1.5: IL Network will have a better understanding of disability community needs in planning for advocacy, program/project development and CIL expansion.

**Geographic Scope:** Statewide

**Objective #3.2:** Establish Washington State Independent Living Council (WASILC) Autonomy.

**Measurable Indicators:**

Indicator #3.2.1: WASILC will no longer be housed within a state agency and has increased opportunities for advocacy and fundraising for IL Network.

Indicator #3.2.2: Business/operations plan for new organizational structure.

Indicator #3.2.3: Develop a Strategic Plan for WASILC.

**Other Objective info and/or Activities (optional):**

Activity #3.2.1: Transition plan for an alternative WASILC operational structure (MOU, 501c3, Small Agency, Pseudo State Agency) for WASILC. The Plan will identify the following for each option: pros/cons, outline of process for transition and estimated costs.

Activity #3.2.2: WASILC will have long-term strategy for activities to build on for future activities.

**Geographic Scope:** Statewide

**Objective #3.3:** Centers for Independent Living (CILs) and Washington State Independent Living Council (WASILC) receive diversified funding.

**Measurable Indicators:**

Indicator #3.3.1: CILs and WASILC, and others as appropriate, will collaborate on three diversified funding opportunities.

Indicator #3.3.2: Identified strategy for seeking funding from state general funds.

**Other Objective info and/or Activities (optional):**

Activity #3.3.1: WASILC will connect CILs to potential funding / partnership opportunities.

Activity #3.3.2: CILs will share potential collaborative opportunities with CIL Network.

**Geographic Scope:** Statewide

1.4 - EVALUATION

The Washington Statewide Independent Living Council will employ a variety of mechanisms to monitor and evaluate the effectiveness of the State Plan for Independent Living and the satisfaction of individuals with disabilities with the Plan.

**Process of Evaluation of Plan Goals and Objectives**

The State Plan for Independent Living (SPIL) Committee of the Washington Statewide Council for Independent Living (WASILC) will review progress towards the stated goals and objectives of the
Plan. This review will be conducted during open meetings of the Committee, allowing for public comment. Information and data will be reported by IL Network partners and evaluated for each objective, its corresponding activities, and indicators as appropriate. Upon completion of the Committee's review, the progress will be reported to the full Council and the findings will be used to discuss needed improvements, and revisions to objectives and/or indicators. Partners will share recommendations for service delivery improvements and systemic changes. WASILC will post a summary of the conclusions and findings online via the WASILC website for public viewing.

After review has taken place, if the Committee finds issues that need to be addressed, new barriers to the implementation of the plan, concerns from public input, or other reasons that may require further action, the Committee has the following options:

- Create a plan to address issues or concerns.
- Create a workgroup to address issues or concerns.
- Recommend revisions to the Plan to the full Council.
- Hold public forums to gather public feedback.
- Contact the Administration for Community Living for Guidance.

Annually, a year end progress report will be created to inform the Council, Centers for Independent Living, consumers, stakeholders, and other members of the public about the progress made towards the goals of the Plan. The report will include highlights of notable accomplishments, lessons learned in the reporting year, and the overall progress towards the achievement of the stated goals and objectives.

Satisfaction of Independent Living Services

The Centers for Independent Living will maintain their responsibilities of assessing the satisfaction of Independent Living Services provided to eligible consumers. WASILC will obtain aggregate data from Centers PPRs to include in the annual progress report of the Plan. Notable trends in satisfaction or dissatisfaction will be included in the statewide report. No information will be reported on a per Center basis. The purpose of this reporting is to gather a statewide view of the overall satisfaction of services, not the monitoring of individual Centers for Independent Living.

Statewide Needs Assessment

In year one of the Plan the Statewide Community Needs Assessment (SCNA) Committee will be reviewing data gathered from a Statewide Needs Assessment Survey. The Survey will be combined with relevant data and information that will be utilized in the development of the future State Plans for Independent Living. The SCNA Committee will evaluate the feedback received on the survey for possible revisions and a planning timeline of follow-up surveys.

Goal 1 (DEIA): People with disabilities from underserved and unserved communities have equitable access to Independent Living (IL) related services and support.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Objective</th>
<th>Data to be Collected</th>
<th>Data Collection Method</th>
<th>Organization Primarily Responsible for Data Collection</th>
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</thead>
</table>

Objective 1.1 -
Washington Statewide Independent Living Council (WASILC) and Centers for Independent Living (CILs) will provide culturally and linguistically accessible services.

- Spoken and sign language providers.
- Definitions and guides for WCAG 2.1 standards and meeting accessibility standards.
- Number / types of requests for spoken and sign language interpretation.
- Contact information for providers / vendors provided to IL Network.
- Biannual Meetings.
- Quarterly reporting.

Objective 1.2 -
CILs will strive to have a consumer base representing the diversity of the communities they serve.

- Consumer demographics.
- American Community Survey (ACS) data on demographics by county.
- CILs' PPRs. WASILC, CILs
- Biannual coordination meeting.

Objective 1.3 - The Washington IL Network will be knowledgeable about Diversity, Equity, Inclusion, and Accessibility (DEIA) with implications to IL, and will have a better understanding of the unique status of Tribal nations and their citizens.

- Identified DEIA training opportunities.
- Number of outreach meetings to culturally diverse populations.
- Number of meetings / events attended with culturally diverse audiences.
- Knowledge increase.
- CIL PPRs. WASILC, CILs
- Quarterly reporting.
- Pre/post survey results.

Goal 2 (Emergency Preparedness): Access and functional needs are central to emergency preparation, response, and recovery for people with disabilities across communities and systems, including individuals with disabilities living within tribal communities.
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<th>Data to be Collected</th>
<th>Data Collection Method</th>
<th>Organization Primarily Responsible for Data Collection</th>
</tr>
</thead>
</table>
| Annual evaluation              | **Objective 2.1** - Improve consumer and public access to information and resources on emergency preparedness, response, and recovery because of disasters, natural (hurricane or pandemic), human-made disaster (terrorism, civil unrest, or a mass shooting) or technological (chemical releases, power outages, or mass cybersecurity breach). | - Number of accessible emergency alerts in the state.  
- Number of partners developing protocols for emergency alerts.  
- Number of new partners distributing accessible emergency alerts.  
- Number of meetings / exercises conducted and/or participated in by CIEP or partners.  
- Number of CIL advocates who participate in CERT or emergency gesture training.  
- Number of individuals with disabilities who receive training in Emergency Preparedness.  
- Number of new CIEP Partners attending monthly partner training. | - CIEP Disability-Access and Functional Needs (D-AFN) Partner Group Meeting reports.  
- CIEP D-AFN Advisory Group Meeting reports.  
- CIEP ALERT newsletter.  
- CIL PPR data on consumers with Emergency Preparedness goals and community activities related to Emergency Management.  
- After action reports.  
- SPIL Reports.  
- DOH Contract reports.  
- Comprehensive statewide emergency plan distributed to CILs and WASILC. | WASILC CIEP, CILs |
and advisory meeting calls.

- Participation in Office of Deaf and Hard of Hearing (ODHH) workgroup evaluating ASL and ProTactile Interpreters.

- Comprehensive statewide emergency plan.

Objective 2.2 - State and local emergency officials include individuals with disabilities and address their unique needs in emergency planning: mitigation, preparation, response, and recovery.

- Number of exercises conducted by CIEP or Partners.

- Number of exercises participated in by CIEP or Partners.

- 25% increase annually of number of individuals with disabilities invited to participate in community planning, drills and exercises, and long-term recovery groups.

- Number of meetings CIEP hosts / attends with local, county, state, tribal and federal entities.

Number of exercises conducted by CIEP or Partners.

Number of exercises participated in by CIEP or Partners.

25% increase annually of number of individuals with disabilities invited to participate in community planning, drills and exercises, and long-term recovery groups.

Number of meetings CIEP hosts / attends with local, county, state, tribal and federal entities.

Annual evaluation SPIL Committee will review data and make recommendations as needed. WASILC CIEP, CILs

CIEP Disability- Access and Functional Needs (D-AFN) Partner Group Meeting reports.

CIEP D-AFN Advisory Group Meeting reports.

CIEP ALERT newsletter.

CIL PPR data on consumers with Emergency Preparedness goals and community activities related to Emergency Management.

After action reports.

SPIL Reports.

DOH Contract reports.

Goal 3 (Network Growth): The Independent Living Network operates effectively, has adequate funding, and the capacity to expand.
### Timeline

<table>
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<tr>
<th>Objective</th>
<th>Data to be Collected</th>
<th>Data Collection Method</th>
<th>Organization Primarily Responsible for Data Collection</th>
</tr>
</thead>
</table>
| **Annual evaluation** | **Objective 3.1 - Grow the Washington State Center for Independent Living Network.** | • Review capacity tool development.  
• Review capacity tool data.  
• Evaluation of data from capacity tool.  
• Final report.  
• Number of meetings held about expansion.  
• Number of conversations had with other states. | • SPIL Reports.  
WASILC, CILs |

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<th>Organization Primarily Responsible for Data Collection</th>
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</thead>
</table>
| **Annual evaluation** | **Objective 3.2 - Establish WASILC Autonomy** | • Implement transition plan.  
• WASILC strategic plan.  
• Develop and review business / operations plan. | • SPIL Reports.  
WASILC  
• Implemented WASILC Strategic Plan.  
• Autonomous SILC. |

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<th>Objective</th>
<th>Data to be Collected</th>
<th>Data Collection Method</th>
<th>Organization Primarily Responsible for Data Collection</th>
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</thead>
</table>
| **Annual evaluation** | **Objective 3.3 - CILs and WASILC receive diversified funding.** | • Funding opportunities. | • Completed funding applications.  
• SPIL Reports.  
WASILC / CIL collaborative meetings. |

### 1.5 - PART I: FINANCIAL PLAN

Sources, uses of, and efforts to coordinate funding to be used to accomplish the SPIL Goals and Objectives. Process for grants/contracts, selection of grantees, and distribution of funds to facilitate effective operations and provision of services.

**Fiscal Year(s): 2025 - 2027**

**October 1, 2024 to September 30, 2027**

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<th>Sources</th>
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### Title VII Funds

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<th>Resource Plan</th>
<th>SILC Services</th>
<th>IL Services</th>
<th>General CIL Operations</th>
<th>Other SPIL Activities</th>
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#### Other Federal Funds

- Sec. 101(a)(18) of the Act (Innovation and Expansion): $383000
- Social Security Reimbursement: $0
- Other: $140000

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#### Non-Federal Funds

- Part B State Match: $1898
- Other State Match for Funds in SPIL: $0
- State Funds: $0
- Other: $0

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#### 1.5.2 - PART II: FINANCIAL PLANNING NARRATIVE

Sources, uses of, and efforts to coordinate funding to be used to accomplish the SPIL Goals and Objectives. Process for grants/contracts, selection of grantees, and distribution of funds to facilitate effective operations and provision of services.

**Narrative Section**: Description of financial plan narrative.

**SILC Resource Plan**

The WASILC Resource Plan includes Innovation and Expansion funding for SILC Operations, 4% of Title VII, Chapter 1, Part B funds and an equal portion of the State Funds that are used to match those federal funds. In addition, WASILC receives funds through a grant from the Washington State Department of Health to operate its Coalition for Inclusive Emergency Preparedness (CIEP) Program. All funds listed in the SILC Resource Plan are distributed to the SILC by the Designated State Entity (DSE). For more information on the process of funding distribution, see Section 5.2 - Resource Plan.

Funds in this category are utilized in the fulfilment of the Duties and Authorities of the SILC as well as the work identified toward the completion of the Goals and Objectives in Section 1 of this Plan.

**Independent Living Services**
The Department of Services for the Blind (DSB) Younger Blind Program receives 11% of Title VII, Chapter 1, Part B funds and an equal portion of the State Funds that are used to match those federal funds. These funds are used to provide services to individuals who are 24 years old or older and who have vision loss or blindness impacting their ability to live independently in their homes. Independent Living Services are provided to people who are not employed, seeking employment, in school, or planning to go to school. DSB's Younger Blind Program receives funding through contract from the DSE. All projects must operate within the intent of the SPIL and are subject to consistent and equitable reporting and review processes as indicated in the SPIL. Projects may remain the same or change based on approved SPIL objectives. If available, DSB may utilize SSR funding from the DSB Vocational Rehabilitation Program to supplement their IL service provision.

The CILs receive grants, contracts, and have fee-for-service programs with a variety of entities to provide specific activities other than the five core services but may be designated as IL services.

**General CIL Operations**

Title VII Chapter 1, Part C and Part B funding is currently distributed to the 4 Centers for Independent Living that have been awarded direct federal funding from the Administration on Community Living. Centers receiving Part C grants are listed in Section 3.2 Network of Centers of this Plan. The amount represented in this Plan is based upon the award amounts of the Centers for Independent Living from the funding appropriated in the 2023 Consolidated Appropriations Act as enacted.

Consistent with 45 CFR 1329.10(b)(3), Title VII Chapter 1, Part B funding will be utilized for the general operations of the CILs. The Part B funds are fully matched with Washington State General Revenue funds. Centers receiving Part B grants are listed in Section 3.2 Network of Centers of this Plan. The amount represented in the Plan is based upon the funding appropriated in the 2023 Consolidated Appropriations Act as enacted, with the required match calculated in the Non-Federal Funds Part B State Match.

Funds in the General CIL Operations category are utilized in the fulfilment of the operation and provision of services by Centers for Independent Living, as well as the work identified toward the completion of the Goals and Objectives in Section 1 of this Plan.

To be eligible to receive funding as a Center for Independent Living:

- Consumer controlled organizations including the board, management, and staff.
- Provide at a minimum the Core Services of Information and Referral, Peer Support, Advocacy, Independent Living Skills Training, Institutional Transition, Diversion, and Youth Transition.
- Maintain compliance with Section 725 of the Rehabilitation Act.

**Additional Information**

For information on the funding needs of the IL Network in Washington, see **Section 3 - Network of Centers**.

For information about the process for grants/contracts, selection of grantees, and distribution of funds to facilitate effective operation and provisions of services, see **Section 4.2 - Grant Process and Distribution of Funds**.

All funds listed in the Financial Plan are an approximation of funds to be available over the period of this Plan. The funds will follow the distribution formulas in **Section 3** of this Plan.
Section 2: Scope, Extent and Arrangements of Services

2.1 - SERVICES

Services to be provided to persons with significant disabilities that promote full access to community life including geographic scope, determination of eligibility, and statewide reach.

Core Independent Living Services: Information and referral

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Provided using Title VII, Chapter 1 Part B funds?</td>
<td>Yes</td>
</tr>
<tr>
<td>Provided using other funds?</td>
<td>Yes</td>
</tr>
<tr>
<td>Provided By</td>
<td>CIL/Other (Department of Services for the Blind (DSB))</td>
</tr>
</tbody>
</table>

Core Independent Living Services: IL skills training

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Provided using Title VII, Chapter 1 Part B funds?</td>
<td>Yes</td>
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<tr>
<td>Provided using other funds?</td>
<td>Yes</td>
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<tr>
<td>Provided By</td>
<td>CIL/Other (DSB)</td>
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</table>

Core Independent Living Services: Peer counseling

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Provided using Title VII, Chapter 1 Part B funds?</td>
<td>Yes</td>
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<td>Provided using other funds?</td>
<td>Yes</td>
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<tr>
<td>Provided By</td>
<td>CIL</td>
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</table>

Core Independent Living Services: Individual and systems advocacy

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Provided using Title VII, Chapter 1 Part B funds?</td>
<td>Yes</td>
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<tr>
<td>Provided using other funds?</td>
<td>Yes</td>
</tr>
<tr>
<td>Provided By</td>
<td>CIL/Other (DSB)</td>
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</tbody>
</table>

Transition Services: Transition from nursing homes and other institutions
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Provided By</th>
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</thead>
<tbody>
<tr>
<td>Transition Services: Diversion from institutions</td>
<td>CIL</td>
</tr>
<tr>
<td>Transition Services: Transition of youth (who were eligible for an IEP) to post-secondary life</td>
<td>CIL Other (DSB)</td>
</tr>
<tr>
<td>Counseling services, including psychological, psychotherapeutic, and related services</td>
<td>CIL</td>
</tr>
<tr>
<td>Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with disabilities)Note: CILs are not allowed to own or operate housing.</td>
<td>CIL</td>
</tr>
<tr>
<td>Rehabilitation technology</td>
<td>CIL</td>
</tr>
<tr>
<td>Provided By</td>
<td>CILOther (DSB)</td>
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</table>

**Mobility training**

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<th>Is this service being provided?</th>
<th>Yes</th>
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<tr>
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<td>Yes</td>
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<tr>
<td>Provided using other funds?</td>
<td>Yes</td>
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</tbody>
</table>

**Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services**

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
<th>Yes</th>
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<tr>
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<td>Yes</td>
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<tr>
<td>Provided using other funds?</td>
<td>Yes</td>
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</tbody>
</table>

**Personal assistance services, including attendant care and the training of personnel providing such services**

<table>
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<tr>
<th>Is this service being provided?</th>
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<td>Yes</td>
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<tr>
<td>Provided using other funds?</td>
<td>Yes</td>
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</table>

**Surveys, directories and other activities to identify appropriate housing, recreation opportunities, and accessible transportation and other support services**

<table>
<thead>
<tr>
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<tbody>
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<td>Yes</td>
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<tr>
<td>Provided using other funds?</td>
<td>Yes</td>
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</table>

**Consumer information programs on rehabilitation and independent living services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act**

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
<th>Yes</th>
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<tbody>
<tr>
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<td>Provided using other funds?</td>
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<tr>
<td>Provided By</td>
<td>CILOther (DSB)</td>
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</table>

**Education and training necessary for living in the community and participating in community activities**

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
<th>Yes</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Provided By</td>
<td>CILOther (DSB)</td>
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</tbody>
</table>

**Supported living**  
*Note: CILs are not allowed to own or operate housing.*

<table>
<thead>
<tr>
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<tbody>
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<td>Yes</td>
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<tr>
<td>Provided By</td>
<td>CIL</td>
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</table>

**Transportation, including referral and assistance for such transportation and training in the use of public transportation vehicles and systems**

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
<th>Yes</th>
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<tbody>
<tr>
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<td>Provided using other funds?</td>
<td>Yes</td>
</tr>
<tr>
<td>Provided By</td>
<td>CILOther (DSB)</td>
</tr>
</tbody>
</table>

**Provision of needed prostheses and other appliances and devices**

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
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<tbody>
<tr>
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<td>Provided using other funds?</td>
<td>Yes</td>
</tr>
<tr>
<td>Provided By</td>
<td>Other (DSB)</td>
</tr>
</tbody>
</table>

**Individual and group social and recreational services**

<table>
<thead>
<tr>
<th>Is this service being provided?</th>
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<tbody>
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<tr>
<td>Provided using other funds?</td>
<td>Yes</td>
</tr>
<tr>
<td>Provided By</td>
<td>CIL</td>
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</table>
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options

<table>
<thead>
<tr>
<th>Service Description</th>
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</table>

**Services for children**

<table>
<thead>
<tr>
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</tr>
<tr>
<td>Provided By</td>
<td>CIL</td>
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</table>

**Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance, of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with disabilities**

<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>Provided using other funds?</td>
<td>Yes</td>
</tr>
<tr>
<td>Provided By</td>
<td>DSE</td>
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</tbody>
</table>

**Appropriate preventive services to decrease the need of individuals with disabilities for similar services in the future**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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</tr>
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<td>Provided By</td>
<td>CIL</td>
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</table>

**Community awareness programs to enhance the understanding and integration into society of individuals with disabilities**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Provided By</td>
<td>CIL</td>
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</table>

**Such other necessary services as may be necessary and not inconsistent with the Act**


2.2 - OUTREACH TO UNSERVED AND UNDERSERVED POPULATIONS

Outreach to Unserved and Underserved Populations

The definition of unserved and underserved depends much on the locale. Each CIL service area has different groups that are unserved or underserved based on analysis of their own service data in comparison to local demographics. Geographic location as a function of unserved and underserved across the state is partially dependent on CIL Part C service boundaries and partially dependent on factors such as the impact of homelessness in all areas, overwhelming population numbers in some partially served urban areas, and distances between areas within a rural CIL’s expansive service area. For the purposes of this Plan, the following definitions will be used:

Served
- Within a CIL service area and all populations of individuals with disabilities have full access to a CIL.

Unserved
- A County or area is not within a CIL service area.
- Marginalized populations not served by a CIL.

Underserved
- Marginalized population inadequately served by a CIL based on a CIL's service data compared to local demographics.
- Marginalized populations who are unaware of CIL services, even in areas otherwise well served. Such populations may be racial or ethnic minorities including but not limited to refugees (primarily urban), individuals experiencing homelessness (urban and rural), Indigenous people, LGBTQ+ (urban, rural and frontier) or specific disability groups.
- Individuals with disabilities who reside in CIL service area and do not have easy access to a CIL due to the size/geography and remote nature of the service area, lack of private or public transportation and lack of financial resources.

At present, 21 of Washington’s 39 counties are considered underserved with the remaining 18 defined as unserved. All Washington CILs are willing and eager to serve all 39 counties of Washington. However, due to the lack of financial resources, CILs are currently unable to serve all counties at the level desired. Washington CILs have significantly underserved counties and/or unserved minority groups across all counties. With appropriate funding levels, the CILs would be able to expand the five core services offered in these communities.
Marginalized and Minority Groups

The Administration on Community Living (ACL) has defined minority groups as “American Indian or Alaskan Native, Asian American, Black or African American (not of Hispanic origin), Hispanic or Latino (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), Native Hawaiian or other Pacific Islander”. For the purposes of this plan, we also include other population groups that can be socially disadvantaged due in part to being subject to potential discriminatory acts including those in racial and ethnic minority groups, gender and sexuality minority groups, religious minority groups, those experiencing homelessness and specific disability groups.

Targeted Populations

Other than geographic areas not receiving services from CILs, unserved and/or underserved populations are generally independently defined by each CIL in their service areas. CILs definitions of underserved and/or unserved are specific populations of people of differing cultural and economic backgrounds and with different disabilities that are underrepresented in CIL service data. Again, this will differ according to region. Homeless populations are underserved, especially in some urban locations, though they exist in more hidden fashion in rural areas as well. The west side of Washington has very large numbers of minority populations that are traditionally underserved, Latino/Latina groups are underserved in central and eastern Washington, and American Indian tribes are underserved across the state.

To better define unserved and underserved populations, other than geographic and otherwise, the Network will be undertaking a project described in Goal 1 of this Plan. On an annual basis, the WASILC will coordinate with the Centers for Independent Living to assess populations that are unserved and underserved. This will be done utilizing demographic data and known statistics from the American Community Survey and information from the CILs Annual Program Performance Reports. In addition, counties shall be assessed on three factors to determine the level of priority for coordinated outreach efforts. The assessment will be based on the following: counties that have either not had an individual served through a Consumer Information File, not had individuals served in community activities, and/or not provided at least three of the core services. As possible, trending data will be utilized to assess overall changes from the FFY 2024 to the FFY 2026 reporting years. The process will define key populations and demographics, as well as barriers to successful outreach.

Outreach Activities and Methods

The efforts of the IL Network to conduct outreach efforts will be done in conjunction with the work of the Goals and Objectives in Section 1 of this Plan. Initial outreach plan will be:

- Connecting with organizations and service providers that are working with individuals with disabilities and/or in key issue areas that impact individuals with disabilities.
- Dedicating time to relationship building with community leaders from communities that are historically unserved and underserved to build more trusted relationships.
- Strategically planning outreach activities, and as possible, understanding the impact different types of activities have.
- Utilizing storytelling and consumer testimonials to share messaging and impact.
- Recruit staff, volunteers and board members from communities that are identified as unserved and underserved.
- Participating in the geographic communities that are unserved and underserved.
- Ensuring materials are accessible/translated, and translation/interpretation services can be acquired for those that do not use or are not fluent in English, including ASL.
Ensuring that accommodation is provided when requested.

Section 2.2 Outreach outlines the activities identified to further the mission of the State Plan for Independent Living. The activities in this section address statewide outreach efforts and are to be separate from and coordinated with, but not replacing, the CILs outreach plans.

2.3 - COORDINATION

Plans for coordination of services and cooperation between programs and organizations that support community life for persons with disabilities.

Coordination and collaboration across the IL Network are a priority in achieving the mission of the State Plan for Independent Living and the advancing Independent Living in Washington.

SILC and CIL Coordination

WASILC and CILs maintain productive collaboration and coordination on a regular basis. This work includes:

- WASILC coordinates meetings and listening sessions where partner organizations can address and gather input from the Network of CILs.
- Quarterly meetings with CIL Directors.
- CIL staff inclusion on WASILC Committees and workgroups.
- Funding and grant opportunities.
- Coordination in advocacy efforts.
- WASILC marketing plan and materials to educate Washington State about Independent Living.

Over the period of this Plan, WASILC and the CIL Network will:

- Continue to improve communication and collaboration across the network.
- Create new opportunities for information sharing across CILs.

SILC, CILs and DSE Coordination

The WASILC and CILs will continue to work on increasing coordination with the DSE and the programs and services they offer. This may include work in the following areas:

- Exploring partnership options with the DSE.
- Participating in DSE workgroups for service exploration and expansion.
- WASILC representation on the Washington State Rehabilitation Council (WSRC).

CILs and Local Coordination

Each CIL will be able to coordinate with entities and partners in their local areas that further advance their CIL’s strategic goals and objectives. Coordination efforts that are directly related to the SPIL will be reported on an annual basis.

CILs coordinate services locally with:

- School districts providing Special Education Services
- County organizations providing Developmental Disabilities Services
• Medical and mental health providers including County Public Health and Mental Health
• HUD and other housing programs
• Public para-transit transportation and private providers
• Veterans’ programs
• Financial assistance programs including Social Security, SNAP and TANF
• Peer and advocacy organizations

IL services provided by CILs are very different from those provided by the Department of Services for the Blind (DSB), the Independent Living Skills Program (ILSP) and Older Blind Program (OBP). Both programs are encouraged to network for information exchange and clients may be served by a CIL and by the DSB ILSP and OBP as needed to meet the unique IL needs of each individual.

SILC Partnership and Coordination

WASILC will continue to coordinate and build relationships with various statewide partners that provide services similar and complementary to Independent Living Services.

Specific Areas of Coordination

Emergency and Disaster Preparedness and Response

Washington State SILC’s contract from the Washington State Department of Health (WADOH) Executive Office of Resiliency and Health Security supports our Coalition for Inclusive Emergency Preparedness (CIEP). CIEP is a statewide, cross-disability, advisory group that provides technical advice on physical and programmatic accesses and effective communication strategies with state and local emergency management and public health stakeholders to build accessibility and inclusion for people with disabilities and other marginalized populations into all aspects of emergency management. The Coalition provides technical advice on physical and programmatic access, effective communication, and fosters working relationships among emergency managers. The members are local subject matter experts who can advise on inclusive disability and access and functional needs (D-AFN) practices as well as technical training in all aspects of the Americans with Disabilities Act and other federal and state disability rights laws as applicable to emergency management services.

Instead of labeling individuals with specific disability types, CIEP focuses on the Whole Community and what people need to survive a disaster as indicated within the CMIST Framework. CMIST is a memory tool that encompasses all the necessities that everyone in the Whole Community needs as follows: Communication, Maintaining health, Independence, Safety, security, and self-determination, and Transportation. In addition to people with disabilities, there are other marginalized populations that need extra support in obtaining one or more elements of CMIST, such as people who have new or temporary disabilities, are elderly, live in tribal lands, do not understand the English language, need medication or special dietary requirements, are without a permanent place to live, and those who do not have independent access to a vehicle for mobility due to age or legal restrictions.

Participation in CIEP is open to all organizations and individuals interested in fostering the vision on disability inclusion in emergency preparedness, response, and recovery, by actively engaging in the work of the Coalition. CIEP stands up before, during, and after disasters to help identify D-AFN best practices and remedy gaps in collaboration with state and local emergency management. Sometimes D-AFN is used interchangeably with AFN (people with access and functional needs). CIEP partners include:

• Coalition of Inclusive Emergency Preparedness (CIEP) Core Advisory Group
• Volunteer Organizations Active in Disaster (VOAD)
• Washington Emergency Management Division (EMD)
• Department of Health (DOH)
• Office of Resiliency and Health Security (ORSH)
• Department of Social and Health Services (DSHS) Office of Emergency Management (OEM)
• Department of Commerce (DOC)
• Department of Natural Resources
• Pierce County Emergency Management Access and Functional Needs Coalition
• Regional Alliance for Resilient and Equitable Transportation (RARET) / Hopelink
• Community Transportation Association of the Northwest (CTANW)
• Federal Emergency Management Agency (FEMA) Region 10
• American Red Cross
• Salvation Army Emergency Disaster Services
• The Arc of Washington State
• Community Emergency Response Teams (CERT)
• King County Emergency Management
• Office of the Deaf and Hard of Hearing (ODHH)
• City of Redmond Emergency Management
• Partnership on Inclusive Disaster Strategies (PIDS)
• Association of Programs for Rural Independent Living (APRIL)
• National Council on Independent Living (NCIL)
• North Intertribal Vocational Rehabilitation Program
• Spokane County Disability-Access and Functional Needs (D-AFN) Workgroup
• www.TDIforAccess.org
• National Association of the Deaf
• Washington State Association of the Deaf
• Language Access Alerts and Warning Workgroup
• Tribal Public Health and Emergency Preparedness Conference
• Washington State Emergency Repatriation Planning Group
• Washington State Catastrophic Incident Planning Team
• Hearing, Speech, Deaf Center
- DeafBlind Service Center of Seattle
- Kitsap County Emergency Management / Public Health
- Tacoma / Pierce County Health Department
- Pierce County Transit
- King County Metro
- City of Puyallup
- Seattle Office of Emergency Management
- Snohomish County Emergency Management
- Washington Advocates of the Deaf and Hard of Hearing
- Hearing Loss Association of America - Washington Chapter
- National Emergency Numbering Association
- Partnership in Emergency Preparedness
- Southwest Washington Healthcare Alliance
- Northwest Healthcare Response Network
- Oregon Deaf and Hard of Hearing Services
- National and State Level Access and Functional Needs (AFN)
- and many other federal, state, tribal, and local entities (both governmental and community-based agencies), plus a cadre of dedicated individual advocates that help influence lifesaving access for people with disabilities before, during and after an emergency.

ACL Partners

WASILC will explore opportunities to work cooperatively with the ACL funded programs across Washington. Over the course of this Plan, we intend to continue the work of stronger coordination with these partners. We believe strong working relationships with these groups will lead to a stronger unified disability community across Washington.

Ex-Officio Agency Members of WASILC

WASILC has membership from the following State Agencies: Division of Vocational Rehabilitation and Washington State Department of Services for the Blind (DSB). These Ex-Officio Council members assist in creating collaboration and coordination opportunities with their agencies.

Aging

WASILC has been networking with and exploring partnership opportunities with the Washington Association of Area Agencies on Aging.

Developmental Disabilities

The WASILC has worked with the Washington Developmental Disabilities Council on several advocacy issues and will continue to explore additional collaborative efforts.

Additional Partners

Entities who may provide feedback and may contribute to implementation of the SPIL include:
As noted, this list is not all encompassing and new partnerships will be developed over the course of this Plan. Coordination will also be considered in other relevant state plans for other programs by reviewing where alignment of goals exists.

Section 3: Network of Centers

3.1 - EXISTING CENTERS

Current Centers for Independent Living including: legal name, geographic area and counties served, and source(s) of funding. Oversight process, by source of funds, and oversight entity.

Center for Independent Living

Counties Served: Island, King, Pierce, San Juan, Skagit, Snohomish, Thurston, Whatcom

All Sources of Funding:

Title VII Chapter 1, Part BOversight Process: CIL submits monthly reports to DSE and quarterly reports to WASILC, see Section 4.5 - Oversight Process of Part B Funds for details.Title VII Chapter 1, Part COversight Process: Oversight by Administration for Community Living's Compliance and Outcome Monitoring.

Oversight Entity: DSE and ACL/OILP

SPIL Signatory: Yes

County Services
Central Washington Disability Resources

Counties Served: Chelan, Douglas, Grant, Kittitas, Yakima

All Sources of Funding:

Title VII Chapter 1, Part BOversight Process: CIL submits monthly reports to DSE and quarterly reports to WASILC, see Section 4.5 - Oversight Process of Part B Funds for details. Title VII Chapter 1, Part COversight Process: Oversight by Administration for Community Living's Compliance and Outcome Monitoring.

Oversight Entity: DSE and ACL/OILP

SPIL Signatory: Yes

County Services

Chelan (Limited Services)Douglas (Limited Services)Grant (Limited Services)Kittitas (Full Services)Yakima (Limited Services)

Disability Action Center-NW, Inc.

Counties Served: Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Whitman

All Sources of Funding:

Title VII Chapter 1, Part BOversight Process: For Spokane, Pend O'Reille, Stevens, Lincoln, Ferry counties CIL submits monthly reports to DSE and quarterly reports to WASILC, see Section 4.5 - Oversight Process of Part B Funds for details. For Whitman, Asotin, Garfield counties - Reported according to processes in Idaho State Plan for Independent Living and shared with WA DSE and SILC through WA reporting. Title VII Chapter 1, Part COversight Process: For Spokane, Pend O'Reille, Stevens, Lincoln, and Ferry counties oversight by Administration for Community Living's Compliance and Outcome Monitoring in Washington. For Whitman, Asotin, and Garfield counties oversight by Administration for Community Living's Compliance and Outcome Monitoring in Idaho.

Oversight Entity: DSE and ACL/OILP

SPIL Signatory: Yes

County Services

Asotin (Limited Services)Ferry (Full Services)Garfield (Limited Services)Lincoln (Full Services)Pend Oreille (Full Services)Spokane (Full Services)Stevens (Full Services)Whitman (Limited Services)

Disability Empowerment Center

Counties Served: King

All Sources of Funding:

Title VII Chapter 1, Part BOversight Process: CIL submits monthly reports to DSE and quarterly reports to WASILC, see Section 4.5 - Oversight Process of Part B Funds for details. Title VII Chapter 1, Part COversight Process: Oversight by Administration for Community Living's Compliance and Outcome Monitoring.

Oversight Entity: DSE and ACL/OILP
3.1 - EXISTING CENTERS

CIL Network

Explain the criteria for defining the CIL network, bearing in mind that those CILs included in the network should be those eligible to sign the SPIL.

For an entity to be identified as a CIL they must be in compliance with Section 725 (b) and (c) of the Rehabilitation Act and 45 CFR Part 1329.4. Additionally, they must be in good standing with the Administration for Community Living, Washington IL Network and the State of Washington. The CIL must also be actively working towards the goals and objectives of the Plan and participating with the Network.

The recognized CILs in Washington are Center for Independence (CFI), Central Washington Disability Resource Center (CWDR), Disability Action Center-NW, Inc. (DAC) and Disability Empowerment Center (DEC). CFI, CWDR and DEC all receive Part B, Part C, and state match funds exclusively from Washinton State allocations, in addition to grants and contracts. Disability Action Center-NW, Inc. (DAC) provides services to Asotin, Garfield, and Whitman Counties in Washington with their Idaho Part C funds. Disability Action Center- North East Washington (DAC-NEW) is a program of DAC and serves Spokane, Stevens, Ferry, Pend Oreille and Lincoln counties in WA with Part C, Part B and WA State match funds. Though not an identified Center for Independent Living and not a SPIL signer, the Department of Services for the Blind receives Part B funding to support the Younger Blind Program (serving Blind/Low Vision to people under 55 who are not seeking employment).

3.2 - EXPANSION AND ADJUSTMENT OF NETWORK

Plan and priorities for use of funds, by funding source, including Part B funds, Part C funds, State funds, and other funds, whether current, increased, or one-time funding, and methodology for distribution of funds. Use of funds to build capacity of existing Centers, establish new Centers, and/or increase the statewide reach of the Network. (Follow the instructions in Title VII, Part C of the Rehabilitation Act of 1973, as amended.)

Definition of served, unserved, and underserved.

Definition of served, unserved, and underserved.

Served

- Within a CIL service area and all populations of individuals with disabilities have full access to a CIL.

Unserved

- A County or area is not within a CIL service area.
- Marginalized populations not served by a CIL.

Underserved

- Marginalized population inadequately served by a CIL based on a CIL's service data compared to local demographics.
- Marginalized populations who are unaware of CIL services, even in areas otherwise well served. Such populations may be racial or ethnic minorities including but not limited to refugees (primarily urban), individuals experiencing homelessness (urban and rural), Indigenous people, LGBTQ+ (urban, rural and frontier) or specific disability groups.

- Individuals with disabilities who reside in CIL service area and do not have easy access to a CIL due to the size/geography and remote nature of the service area, lack of private or public transportation and lack of financial resources.

At present, 21 of Washington's 39 counties are considered underserved with the remaining 18 defined as unserved. All Washington CILs are willing and eager to serve all 39 counties of Washington. However, due to the lack of financial resources, CILs are currently unable to serve all counties at the level desired. Washington CILs have significantly underserved counties and/or unserved minority groups across all counties. With appropriate funding levels, the CILs would be able to expand the five core services offered in these communities.

**Unserved/Underserved Populations**

Other than geographic areas not receiving services from CILs, unserved and/or underserved populations are generally independently defined by each CIL in their service areas. CILs definitions of underserved and/or unserved are specific populations of people of differing cultural and economic backgrounds and with different disabilities that are underrepresented in CIL service data.

Minimum funding level for a Center and formula/plan for distribution of funds to ensure that each Center receives at least the minimum.

**Minimum funding level for a Center and formula/plan for distribution of funds to ensure that each Center receives at least the minimum.**

The minimum funding level for CILs is based upon the total amount of Part C, Part B and state funding beyond the 10% Part B match. The CILs report that the minimum funding level to sustain operations for a CIL to provide the five core services is $750,000. This level is determined by adjusting the July 2014 National Council on Independent Living (NCIL) resolution for minimum CIL funding levels of $570,000 for inflation to 2024 dollars. Due to stagnant Federal funding levels and absence of State funding beyond the required 10% match to Part B funds, there would need to be a significant increased funding levels to achieve a $750,000 minimum for each center.

**Plan for distribution of funds to ensure that each Center receives at least the minimum.**

At this time, the intent is to minimally adjust current funding distribution to maintain existing services to the greatest extent possible, while allowing for flexibility in extending at least some services, both individual and community, to unserved and underserved populations identified based on local analysis and common knowledge of service boundaries. The SPIL intends CILs and others that may receive Part B or other funding appropriate for the purpose include specific outreach to these unserved and underserved populations. In this way, it is possible to address the varying needs throughout the state, at least to some degree.

The funding formulas for Part C, Part B and (potential) state CIL funding beyond the 10% Part B match is as follows:

**Part B Funding Formula:** The Part B funding formula is applied to the total amount of Part B, including the 10% state match. The Part B Funding Formula is as follows: WASILC 4%, CILs 85% (per CIL formula, below), and DSB 11%.

**Part C/CIL Funding Formula:** The Part C/CIL Funding Formula is applied to the total amount of Part C funds and separately to 85% of the Part B funds. The Part C/CIL Funding Formula is as follows:
Center for Independence 34.48%, Central Washington Disability Resources 17.24%, Disability Action Center-NW, Inc. 17.24%, and Disability Empowerment Center 31.04%.

State Match Funding Formula: The State match funding formula will be used for any identified State funding for CILs beyond the 10% State Match. When state funding for CILs is received, it will be split evenly between all CILs existing at the time of implementation of this plan.

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Part C</th>
<th>Part B</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA State Independent Living Council</td>
<td>4%</td>
<td>N/A</td>
<td>16.667%</td>
</tr>
<tr>
<td>WA State Department of Services for the Blind</td>
<td>11%</td>
<td>N/A</td>
<td>16.667%</td>
</tr>
<tr>
<td>Centers for Independent Living Formula*</td>
<td>100%</td>
<td>85%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Centers for Independent Living Part C Part B State

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Part C</th>
<th>Part B</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFI - North</td>
<td>17.24%</td>
<td>34.48%</td>
<td>16.667%</td>
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<tr>
<td>CFI - South</td>
<td>17.24%</td>
<td>16.667%</td>
<td></td>
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<tr>
<td>CWDR</td>
<td>17.24%</td>
<td>17.24%</td>
<td>16.667%</td>
</tr>
<tr>
<td>DAC</td>
<td>17.24%</td>
<td>17.24%</td>
<td>16.667%</td>
</tr>
<tr>
<td>DEC - West</td>
<td>17.24%</td>
<td>31.04%</td>
<td>16.667%</td>
</tr>
<tr>
<td>DEC - East</td>
<td>13.8%</td>
<td>16.667%</td>
<td></td>
</tr>
</tbody>
</table>

Priorities for establishment of new CIL(s).

Priorities for establishment of new CIL(s).

The IL network makes determinations of the highest priorities using information provided by the WASILC members and the CILs, following a philosophy of extending impact while minimizing harm on current activities. For example, while it may be possible to fund a small new project in an entirely unserved geographical area with Part B funds, doing so would result in significant negative impact by totally removing funding in an area that is currently at least minimally served. Such a transfer of funding would simply move the unserved/underserved location from the currently unserved area to the formerly served area, resulting in no general improvement.

Should sources of permanent dedicated IL funding, including state funds, become available for general support of IL, they will be distributed to all existing CILs according to above CIL Funding Formula unless funds are specifically targeted from the source to a particular geographic region or for a particular defined purpose unique to one or more CILs. Once all CILs in the Network at the beginning of this SPIL period have reached the minimum funding level, all additional general operation funds will be available for possible satellite centers and expansion into unserved areas.

Priority 1

The establishment of permanent funding for satellite centers of existing centers to provide service in underserved and/or unserved Washington counties with high population rates or other factors that have limited-service provision. Centers seeking expansion will follow the Processes for Service Area changes and Funding Distribution as needed.

Priority 2

The establishment of new CILs in underserved/unserved Washington counties.
1. Geographic expansion may be in one or more of the counties or cluster of counties listed below that are currently unserved.
   a. Coastal Region (Pacific, Grays Harbor, Jefferson, Clallam, Kitsap, Mason)
   b. Okanogan Region
   c. SE Washington Region (Columbia, Asotin, Whitman, Garfield)
   d. SW Washington Region (Lewis, Cowlitz, Clark, Skamania, Klickitat, Wahkiakum)
   e. Tri-Cities Region (Adams, Franklin, Benton, Walla Walla)
   f. other geographic areas deemed pertinent by the SPIL committee.

Should opportunities arise without a need for Part C or Part B funding the priority for the establishment of new Centers is as follows:

**Priority 1**

Establishment of a CIL associated with a Tribal or Urban Indian community.

Action/process for distribution of funds relinquished or removed from a Center and/or if a Center closes.

**Action/process for distribution of funds relinquished or removed from a Center and/or if a Center closes.**

**Part B and State Funds**

If an existing CIL fails to maintain compliance with section 725 Standards and Assurances, state or federal financial minimums or program requirements as determined through a state peer review process during the course of this SPIL and the DSE terminates the contract/grant, or it is unlikely a corrective action plan will result in timely compliance, or a corrective action plan fails to remediate non-compliance, then the SPIL Committee will convene to present a recommendation to WASILC within 30 days of being made aware of the contract termination. The recommendation will follow two priorities:

1. The funding must attempt to continue to be used in the effected geographic areas, and
2. To ensure continuity of services, the new provider/project will collaborate with the formerly contracted CIL to the greatest extent possible.

The SPIL Committee will:

- Attempt to identify a current CIL with the capacity to assume providing services.
  - If there is more than one CIL interested and willing to assume operations, the SPIL Committee will take a majority vote of SPIL signers to determine the best option.
- If no existing CIL is able to provide services in the chosen area, then the best option will be chosen from:
  - Other entities that are able to meet the federal definition of a CIL can be considered for a contract/grant to provide services as a Part B Center.
  - Part B funds are equally distributed to existing funded CILs with the intention of returning those funds to the local region once a CIL has the capacity to provide services in said region.
  - Funds are used for a one-time project identified by the SPIL Committee.
• WASILC will review the SPIL Committee’s plan of action and it will be forwarded to the DSE upon final approval of all SPIL signers.

• The Designated State Entity (DSE) will then follow through with approved recommendation and contract/grant with the CIL that will provide services in that area.

Part C Funding

If an existing Part C CIL closes due to relinquishment, termination, or other reason, the SPIL Committee will convene to present a recommendation to WASILC on the most effective use of funding to achieve the goals of this plan for the Network of CILs within 30 days of being made aware of the loss of funds. With the approval of all SPIL signers, the recommendation will be formally submitted to the Administration for Community Living. The recommendations will be made from the following options:

• Reassigning the award to an existing CIL that has the capacity and proximity to continue services in the region with little or no disruption.

• Redistribution of funds to existing Centers for establishment of satellite centers in expanded service areas to include the previously served area as much as possible.

• Reissuing a new grant competition for the same territory.

• Issuing a new competition for a new grant in a similar region with possible additions or reductions of counties based on the award amount.

The Washington IL Network believes the opportunity to provide the Administration for Community Living input in this decision increases consumer control and upholds the Independent Living Philosophy and the intent of this Plan.

Plan to build capacity of existing CILs and/or expand statewide reach by establishing branch offices and/or satellites of existing CILs.

Plan to build capacity of existing CILs and/or expand statewide reach by establishing branch offices and/or satellites of existing CILs.

Should a CIL, with their current funding, wish to expand into unserved counties with or without increases of Part C, Part B, or State funds beyond minimum funding levels, Centers will follow the Plan for changes to service area or funding levels outlined below.

With no anticipated increases of Part C or Part B funds and no current state funding, CILs are consistently exploring opportunities to build capacity to provide services in underserved counties in Washington. There are several possibilities being discussed including contracting with other organizations and exploring new partnerships to connect IL services across the state. SPIL goals include researching and identifying additional funding for CILs and the WASILC including grants, contracts, and state funding beyond the 10% Part B match for IL services.

Plan/formula for distribution of new funds (Part B, Part C, one-time funds, etc.)

Plan/formula for distribution of new funds (Part B, Part C, one-time funds, etc.).

Part B Increases

Distribution of any increases in Part B funds above COLA levels will be distributed according to the CIL funding splits, in this section, to Part B funded CILs up to the minimum funding level of $750,000. If one CIL reaches the minimum funding level through federal or state funds, all remaining funds will be distributed to CILs existing at the time of this SPIL, according to the CIL funding splits, in this section, to CILs that are still below the minimum level. Should additional funds become available
beyond the $750,000 minimum funding level for each CIL, potential expansion options will be determined according to the Priorities for Establishment of new CILs.

**Part C Increases**

Distributions of any increases in Part C funds above COLA levels will be distributed according to the CIL funding splits, in this section, to Part C funded CILs up to the minimum funding level of $750,000. If one CIL reaches the minimum funding level through federal or state funds, all remaining funds will be distributed to CILs existing at the time of this SPIL according to the CIL funding splits, in this section, to CILs that are still below the minimum level. Should additional funds become available beyond the $750,000 minimum funding level for each CIL, potential expansion options will be determined according to the Priorities for Establishment of new CILs.

**State General Revenue Funding beyond 10% Match**

As of the implementation of this SPIL, CILs do not receive state funding beyond the 10% Part B match. In the event, state funds for CILs beyond the 10% Part B match become available, they will be distributed equally to Part C CILs existing at the time of this SPIL up to the minimum funding level of $750,000. If one CIL reaches the minimum funding level through federal or state funds, all remaining funds will be distributed equally to existing CILs that are still below the minimum level. Should additional funds become available beyond the $750,000 minimum funding level for each CIL, potential expansion options will be determined according to the Priorities for Establishment of new CILs.

**Time-Limited Funds**

For Time-limited Title VII, Part B or C (for example, ARRA) funds made available for the general operation of CILs, refer to the distribution information below for the type of funds being distributed. No time-limited funds will be used to initiate a first-time grant in an area that is currently unfunded. Should additional funds, not already designated for individual CILs, become available beyond the $750,000 minimum funding level for each CIL, potential expansion options will be determined based on the type of funding.

- **Special or Dedicated Purpose** - If funds made available have a specified project or purpose, to the best extent possible, the funds will be distributed through applications from Centers of a proposal that includes their ability to expend the funds for the dedicated purpose.

- **One-Time Federal Title VII Funding or related** - If funds come to Washington that are deemed one-time and not sustainable to fund a Center for Independent Living long-term, the funds will be distributed as best as possible in accordance with the Formula for Distribution in this section of the Plan.

- **One-Time State funds** - Depending on the nature of the state funds and any restrictions, the distribution will be following one of the methods outlined above.

Plan/formula for adjusting distribution of funds when cut/reduced.

**Plan/formula for adjusting distribution of funds when cut/reduced.**

**Part C funds reduction**

In the event the allocation of Part C funds is reduced to the State of Washington, the funds will be reduced in equal percentage across all Part C awards.

**Part B funds reduction**

In the event the allocation of Part B funds is reduced to the State of Washington, the reduction will first be applied to the overall Part B total. Once the reduction is applied, allocation will follow the funding formula above.
State General Revenue funds reduction

CILs do not currently receive State funding beyond the 10% state match. However, in the event CILs receive State General Revenue funds beyond the 10% match and those funds experience a reduction, the reduction will be in equal percentage across all recipients.

Plan for changes to Center service areas and/or funding levels to accommodate expansion and/or adjustment of the Network. State the needed change(s) as concretely and succinctly as possible.

Process for Changes that include Funding Distribution

Centers for Independent Living may submit a formal request for consideration of changes to existing service areas. The changes can be made applicable to current Part B and/or State Funds. This process will also be used in the event of an increase in Part B or Part C funds and State funds beyond minimum funding levels. The Center will prepare and submit the request to the CIL Network.

The request will include the following information:

- Counties and areas that will be expanded and/or adjusted and the changes in funding required.
- Confirmation that the CIL’s Board of Directors authorized the requested change.
- Description of how service area change will impact the CIL and the disability community of their current service area and the area of change.
- Date of when the service area change would become effective upon approval.

The CIL Network will make the determination if there is support within the Network of Centers. If the Network does not agree to the potential change, the Center and respective Board of Directors will be notified in writing.

If the CIL Network agrees with the potential change, the request will be forwarded to the SPIL Committee. The SPIL Committee will prepare a summary analysis of the changes for WASILC including how it impacts Section 3.1 Existing Centers and 3.2 Expansion and Adjustment of the Network. This information will be shared with ACL, to determine the process needed for an amendment to this Plan.

After the potential amendment is approved by ACL, it will be posted for a 30-day period to receive public input. Summary of the public input will be distributed to all Centers for Independent Living and the Council Members of WASILC.

In a public meeting, WASILC and CIL Directors will discuss the public comments, and if there is unanimous approval from all SPIL signatories, the change will be approved. The technical amendment to Section 3.1 - Existing Centers, will be submitted to ACL. If there is disagreement to the proposed amendment, the Center will be notified of the reasons that the proposed changes were not agreed upon.

Process for Service Area Only Changes

Centers for Independent Living may submit a formal request for consideration of changes to existing service areas. The changes can be made applicable to Part C, Part B, and/or State Funds. The Center will prepare and submit the request to the CIL Network.

The request will include the following information:

- Counties and areas that will be expanded and/or adjusted.
• Confirmation that the CIL's Board of Directors authorized the requested change(s).

• Description of how service area change(s) will impact the CIL and the disability community their current service area and the area of change.

• Date of when the service area change(s) would become effective upon approval.

If the CIL Network agrees with the request, it will be forwarded to the SPIL committee. Upon receiving the request, the SPIL committee will prepare a summary analysis of the changes for presentation to WASILC including how it impacts Section 3.1 Existing Centers and 3.2 Expansion and Adjustment of the Network, and the draft SPIL amendment will be sent to ACL.

After the summary is created, it will be posted for a 30-day period to receive public input. Summary of the public input will be distributed to all Centers for Independent Living and the Council Members of WASILC.

In a public meeting, WASILC and CIL Directors will discuss the public comments, and if there is unanimous approval from all SPIL signatories, the change will be approved. The technical amendment to Section 3.1 - Existing Centers, will be submitted to ACL. If there is disagreement to the proposed amendment, the Center will be notified of the reasons that the proposed changes were not agreed upon.

Temporary Changes (if applicable) Other (if applicable)

Temporary Changes (if applicable) Other (if applicable)

In the case of an emergency or disaster in Washington, in following the ACL/ILA Policy on Independent Living Emergency Preparedness and Disaster Response Services, the Washington CIL Network will adopt the following:

• CILs may provide Title VII independent living (IL) services to individuals with disabilities who have been affected by a disaster or emergency who live within their designated service area and who have evacuated into their service area.

• CILs will coordinate with each other in their region as appropriate to meet the critical needs of people with disabilities.

• CILs are encouraged to work on developing Memorandums of Agreement (MOA) to outline steps Centers can take to assist people with disabilities in affected disaster areas, including service areas that a Center is not assigned to serve.

• If the area affected is not covered by a CIL, one or more CIL(s) in the general vicinity is certainly allowed and encouraged to provide services to individuals with disabilities affected. Activities and services in the situation must be documented to be reported to ACL, OOD, and SILC.

In an area affected by a disaster where a CIL is already providing services, but requires the assistance of another CIL, the CIL seeking to provide disaster response services will collaborate with the existing CIL serving the area to do so.

Section 4: Designated State Entity

4.0 - DESIGNATED STATE ENTITY
Department of Vocational Rehabilitation will serve as the entity in Washington designated to receive, administer, and account for funds made available to the state under Title VII, Chapter 1, Part B of the Act on behalf of the State.

4.1 - DSE RESPONSIBILITIES

1. receive, account for, and disburse funds received by the State under this chapter based on the plan;
2. provide administrative support services for a program under Part B, and a program under Part C in a case in which the program is administered by the State under section 723;
3. keep such records and afford such access to such records as the Administrator finds to be necessary with respect to the programs;
4. submit such additional information or provide such assurances as the Administrator may require with respect to the programs; and
5. retain not more than 5 percent of the funds received by the State for any fiscal year under Part B for the performance of the services outlined in paragraphs (1) through (4).

4.2 - ADMINISTRATION AND STAFFING: DSE ASSURANCES

Administrative and staffing support provided by the DSE.

DSE and Part B

The DSE has chosen not to receive any percentage of Part B funds as they have deemed the record-keeping more work than the benefit of it.

DSE Employees as staff to the SILC

Current WASILC employees are DSE employees. Per the Executive Order 04-05 (see in section 5.1), “The Council shall not be subject to the supervision of a state agency” and “If the resource plan includes state staff support for the Council, recognize that the Council shall supervise and evaluate such staff in regards to performance of Council support functions.” WASILC and the DSE have a strong mutual understanding of the roles of the SILC and DSE as it pertains to a conflict of interest. A current MOU between WASILC and the DSE specifically states the DSE supports WASILC’s autonomy on behalf of WASILC personnel and their activities. With that said, WASILC is frequently reviewing policy and procedures in partnership with the DSE to secure and maintain the foundation of WASILC autonomy including staffing and conflict of interest.

4.3 - STATE-IMPOSED REQUIREMENTS

State-imposed requirements contained in the provisions of this SPIL including:

- State law, regulation, rule, or policy relating to the DSE’s administration, funding, or operation of IL programs and/or establishment, funding, and operations of the SILC
- Rule or policy implementing any Federal law, regulation, or guideline that is beyond what would be required to comply with 45 CFR 1329
- That limits, expands, or alters requirements for the SPIL

State-imposed requirements
At this time, there are no additional state-imposed requirements that limit, expand, or alter the requirements of the SPIL. There is an Executive Order establishing WASILC as referenced in Section 5.1, The Establishment of the SILC.

4.4 - GRANT PROCESS and DISTRIBUTION OF FUNDS

Grant processes, policies, and procedures to be followed by the DSE in the awarding of grants of Part B funds.

Instructions: Describe the processes, policies, and procedures to be followed by the DSE in the awarding of grants of Part B funds including: (all of the following are required)

Process for soliciting proposals

The DSE will contract/grant with all entities receiving Part B funds as determined in the SPIL.

Continuation Awards

Part B and (potential) State funds will be allocated through annual contracts from the DSE in amounts consistent with the funding distribution outlined in Section 3.2 Expansion and Adjustment of Network. Prior to the start of the grant year, Centers will be notified of their award amount and contract scope of work. Once approved, the DSE will issue a contract to the Center.

New Awards

New awards for CILs will be determined based on the process as outlined in Section 3.2 Expansion and Adjustment of the Network in determining the availability of new awards. If a new award to a Center were to be needed to serve an unserved area, a competitive process will be utilized as appropriate and in accordance with the SPIL. The process for development of the proposal will follow any applicable state policies and procedures for soliciting of proposals. The DSE will draft the initial Request for Proposals and receive input from the SILC prior to being distributed for responses.

Development of format for proposals

If a new award were to be issued to an organization wanting to receive funding as a Center for Independent Living, the DSE will work in conjunction with the SILC on developing a proposal that will align with the plans in Section 3.2 for expansion and adjustment of the network. The proposal will ensure the organization meets the requirements in Section 725 of the Rehab Act.

Process for reviewing proposals and who reviewers will be

A review committee will be established by the DSE in collaboration with the SILC and SPIL signers. Review will have emphasis on the proposal's adherence to the philosophy of Independent Living, including consumer-control, all core-service provision, and demonstrated compliance with Section 725 of the Rehabilitation Act.

Process for evaluating performance and compliance of grantees

The DSE maintains processes for the review of performance and compliance as outlined in Section 4.5 of the SPIL. Compliance of the CILs is reviewed through the annual submission of the Annual Program Performance Report.
4.5 - OVERSIGHT PROCESS FOR PART B FUNDS

The oversight process to be followed by the DSE.

The oversight process to be followed by the DSE.

The DSE has a Monitoring and Compliance Unit that regularly reviews and monitors provider services. The DSE will review the contracts/grants collaboratively with the SPIL Committee, Part B recipients and DVR within the parameters of Washington State law. The monitoring process includes participation of a Peer Reviewer from the IL Network to assist in addressing IL related compliance. The Provider Monitoring and Compliance Unit collaborates with providers on any corrective action plans resulting from these reviews to help improve service quality and billing/reporting accuracy.

Contract monitoring is the systematic review of a service provider's records, business processes, deliverables, and activities to ensure compliance with the terms and conditions of the contract. The goal of contract monitoring is to protect the health and safety of individuals that receive services, ensure delivery of quality goods and services, and protect the financial interest of the state. Monitoring includes planned, ongoing, periodic, or unscheduled activities that cover financial, programmatic, and administrative components.

4.6 - 722 VS. 723 STATE

722 State

Section 5: Statewide Independent Living Council (SILC)

5.1 - ESTABLISHMENT OF SILC

How the SILC is established and SILC autonomy is assured.

How the SILC is established and SILC autonomy is assured.

WASILC was established by Governor's Executive Order (EO) 04-05 in July of 2004. http://www.digitalarchives.wa.gov/governorlocke/EO/EO_04-05.htm The EO describes the purpose, structure, and authority of the SILC.

Through Executive Order 04-05: the SILC is designated as a State Council and is subject to general provisions for state boards and commissions; the Washington Department of Social and Health Services Division of Vocational Rehabilitation provides staffing to WASILC; the Executive Director and staff are state employees, hired by WASILC and Executive Director; the Executive Director is supervised by WASILC and the Executive Director supervises staff.

The Executive Committee of the Council, with support from the DSE Human Resource Department, conducts the hiring process for the Executive Director. The Council reviews resumes, interviews, and hires the Executive Director. The DVR Director will submit the final paperwork for hire along with a background check to HR for completion of the hiring process. The WASILC Executive Committee monitors, supervises and evaluates WASILC Executive Director per the Executive order referenced above. The Executive Director conducts the hiring, supervision, and evaluation of all WASILC staff with the support of DSE HR.
5.2 - SILC RESOURCE PLAN

Resources (including necessary and sufficient funding, staff/administrative support, and in-kind), by funding source and amount, for SILC to fulfill all duties and authorities.

Funding sources may include “Innovation and Expansion (IandE) funds authorized by 29 U.S.C. 721(a)(18); Independent Living Part B funds; State matching funds; [state allotments of Vocational Rehabilitation funding;] other public funds (such as Social Security reimbursement funds); and private sources.”

SILC Resource Plan.

The Washington SILC Resource Plan includes:

- Innovation and Expansion (I and E) Funding - $383,000
- Washington Department of Health Funding - $140,000
- Title VII Part B Funds and accompanying 10% state match - $18,982 (4% of total Part B including accompanying 10% state match)
- Should additional funds become available for the operation of WASILC, WASILC will meet to discuss needs and opportunities to increase capacity. The SILC will then follow the process in Section 5.3 - Maintenance of SILC.

WASILC's Resource Plan supports all the following:

- Staff/Personnel cost
  - includes the resources for an Executive Director, 1 additional FTE and 1 FTE for Emergency Preparedness program and fringe cost associated in order to maintain operations of the WASILC.
- Operating Expenses
  - contracting services, payroll services, legal liaison services with the Attorney General's office, Office space and equipment to support WASILC staff including desks, filing cabinets, workstation, computers with necessary software, and IT services that coordinate with the required IT network and include support for a SILC internet site, copiers, printers, general office supplies (i.e. copier paper), phone, fax, e-mail, internet, janitorial services, and access to publication design services.
- Council compensation and expenses
  - As outlined in the Member Policies of the WASILC, WASILC members can be reimbursed for expenses to participate in WASILC meetings and activities, reasonable accommodations, and other expenses. Members are not compensated, but if eligible, some Members if otherwise uncompensated, may claim a stipend for attending to business of the SILC.
- Meeting expenses
  - Includes, but is not limited to, the cost of meeting spaces, technology for meetings, website platform, reasonable accommodations, alternate formats, and other necessary costs.
- Training Resources
Includes the cost of Members and staff to attend training both in and out of state, conference, travel, per diem, and lodging as well as services of experts to provide training.

- Other
  - Additional resources for professional services, consultants, and other necessary costs to advancing the work of WASILC and the Mission of the SPIL.

The Resource Plan ensures WASILC's ability to perform the duties and all authorities of the SILC.

**Process used to develop the Resource Plan.**

WASILC determines its annual budget for all resources allocated for its use and assures that all expenditures are appropriate. The budget is approved during public meetings where opportunity for public input is available. WASILC provides quarterly financial reports at its meetings, in order to publicly account for resources and expenditure. In addition, DVR records and processes all deposits and expenditures, provides necessary reports to federal and state entities, as the WASILC's fiscal agent, and WASILC and DVR accounting reports are reconciled periodically as a means of checks and balances.

Process for disbursement of funds to facilitate effective operations of SILC.

**Process for disbursement of funds to facilitate effective operations of SILC.**

All financial transactions and record-keeping are made in compliance with applicable Payment Management System (PMS) fiscal and accounting requirements, as well as applicable DVR financial policies and procedures. WASILC submits all required reports and provides access to records to DVR auditors, as well as to the Office of Financial Management, or any of their duly authorized representatives, for the purpose of conducting audits, examinations and compliance reviews.

Justification if more than 30% of the Part B appropriation is to be used for the SILC Resource Plan.

**Justification if more than 30% of the Part B appropriation is to be used for the SILC Resource Plan.**

WASILC's Title VII Chapter 1, Part B is 4% of Washington's appropriation.

**5.3 - MAINTENANCE OF SILC**

How State will maintain the SILC over the course of the SPIL.

Instructions: Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Indicate who appoints members to the SILC, how the State ensures that the SILC composition and qualification requirements are met, how the chair is selected, how term limits are maintained, and how SILC vacancies are filled. Describe how the specific SILC-staffing requirements listed in the SPIL Instrument will be addressed. Concisely describe or cite relevant written policies, procedures, by-laws, technical assistance, and monitoring activities, or other practices.

Describe how the State will ensure that: (all of the following are required)

The SILC is established and operating
The Washington SILC was established by Governor's executive Order EO 04-05 in July of 2004. http://www.digitalarchives.wa.gov/governorlocke/eo/eo_04-05.htm The EO describes the purpose, structure and authority of the SILC.

WASILC is designated as a State Board and is subject to general provisions for state boards and commissions. WASILC is housed within The Washington Department of Social and Health Services Division of Vocational Rehabilitation. The Executive Director and staff are state employees, hired by WASILC. The Executive Director is supervised by the Director of Vocational Rehabilitation as directed by the Secretary of the Department of Social and Health Services and by the Executive Committee of WASILC. The Executive Director supervises staff.

**SILC staff supervision and evaluation**

WASILC Executive Director and WASILC staff are state employees, and as such, all personnel rules and evaluation processes are conducted in accordance with state law. The Executive Committee of the Council, with support from the DSE Human Resource Department, conducts the hiring process for the Executive Director. The Council reviews resumes, interviews, and hires the Executive Director. The DVR Director will submit the final paperwork for hire along with a background check to HR for completion of the hiring process. While the WASILC Executive Committee monitors, supervises and evaluates WASILC Executive Director per the Executive order referenced above, the DVR Director is required to have official sign-off on personnel issues. The DVR Director may or may not inform WASILC’s Executive Committee of any such actions. WASILC maintains oversight, management, and evaluation responsibilities. The WASILC Executive Committee monitors and evaluates WASILC’s Executive Director with input from WASILC members. WASILC recognizes that this could be a compliance issue.

The Executive Director conducts the hiring, supervision, and evaluation of all WASILC staff with the support of DSE HR.

**SILC Contractors**

Management, oversight, and evaluations of administrative support contracts are conducted by the WASILC Executive Director or their designee. The WASILC Executive Director maintains communication with WASILC contractors to ensure that contract activities are proceeding as planned and within specified timeframes and approves contract payments. The WASILC Executive Director, or his/her designee, may participate in contract compliance monitoring reviews conducted by DVR for all Part B contracts.

Appointments are made in a timely manner to keep the SILC in compliance with the Act.

**Member appointments**

The WASILC Executive Committee, consisting of the Chair, Vice Chair, and Secretary/Treasurer and the representative of Centers for Independent Living, recruits, screens, and recommends potential WASILC members in order to maintain a balanced council and meeting representation requirements, as well as recruiting to insure knowledge of IL services and philosophy, and diversity in geographic representation, disability type, race, gender, and age.

Applicants must complete the Governor's Application for Boards and Commissions online at: http://www.governor.wa.gov/boards-commissions/board-and-commissions/apply-serve-board-or-commission-0. WASILC staff assists any applicant who requests help completing the online form.

The Governor's Office forwards a copy of all applications for consideration by the WASILC Executive Committee.
The Executive Committee reviews all applications, interviews each candidate, and checks references for other boards, commissions, and organizations the applicant may have been involved with in the past. The Executive Committee and WASILC staff work together to ensure SILC qualifications are addressed and required composition is maintained.

The Executive Committee prepares a prioritized list of recommendations to present to the full Council. The Council votes on a slate of applicants for recommendation to the Governor's office. The Executive Director forwards the recommendation for consideration by the Governor's Office. The Governor generally accepts recommendations of WASILC; however, the Governor is not obligated to accept the WASILC appointment recommendations and may initiate their own appointees. An appointment letter is sent to the applicant with a copy to WASILC staff.

The CIL representative and ex officio members from DVR and DSB must complete the online application but are appointed by the Governor's Office without an interview process.

**New member orientation**

The Executive Committee, with input from the CILs, coordinates new member training to develop a knowledgeable and effective Council. Following appointment to the WASILC, the member is given a Member Handbook and attends a New Member Orientation usually held at the next quarterly meeting. New members are encouraged to visit the CILs with travel expenses paid by WASILC. All members are required to complete online training for boards and commissions provided by the Governor's Office.

Compliance with term limits: The Governor's office notifies staff when WASILC terms have expired. The WASILC also maintains its own list of WASILC member terms.

**SILC Chair**

The WASILC chair is elected by WASILC.

The SILC is organized in a way to ensure it is not part of any state agency.

**The SILC is organized in a way to ensure it is not part of any state agency.**

By operating within the Division of Vocational Rehabilitation, WASILC's DSE, it is recognized that the Washington State Independent Living Council is not appropriately placed. WASILC is oftentimes hampered by rules and regulations, that while appropriate for the operation of a state agency, restrict and limit WASILC activities as related to their requirements. The relationship between DVR and WASILC is positive and collaborative, fully recognizing the value and autonomy of each, while recognizing the common connection as entities imbedded in state government and subject to all laws and rules ascribed to Washington State governmental entities.

Currently a Memorandum of Understanding (MOU) exists to better define the autonomy of WASILC and clarify roles and responsibilities between programs. The MOU specifically addresses WASILC's autonomy in personnel activities and their duties, management of WASILC, and allowing WASILC to independently decide the use of and expend funds in the WASILC resource plan. The parties in this Agreement commit to upholding and promoting the values and principles contained in the Rehabilitation Act of 1973, as amended and the Executive Order 04-05. This Agreement will not abridge any powers, rights or responsibilities under applicable federal or state: laws, regulations, standards, administrative rules.

Acknowledging the current placement of WASILC is restrictive, WASILC has begun the exploratory phase of identifying a new structure and placement. Currently being investigated are several options including becoming a non-profit or an independent quasi-state agency. Division of Vocational Rehabilitation as WASILC's DSE is fully cooperative in the process assisting to identify the best placement for WASILC. The purpose of Goal 3 of this Plan is to continue WASILC alternative
placement conversations. Over the three years of this plan, it is the intent to finalize placement, facilitate transition and evaluate the transition.

The SILC has the autonomy necessary to fulfill its duties and authorities, including “[working] with CILs to coordinate services with public and private entities, . . . conducting resource development, and performing such other functions . . . as the [SILC] determines to be appropriate

**SILC Autonomy.**

The SILC operates in following the approved policies that ensure that SILC has the autonomy to operate and conduct its required duties and the granted authorities:

- SILC Bylaws
- Member Policies and Procedures
- Fiscal Policies and Procedures
- Personnel Policies

DVR and WASILC have a long-term history of collaborative relationship. DVR and the SILC understand that the WASILC is a distinct, autonomous, and separate entity from DVR. The respective functions and responsibilities of and between each party regarding the implementation of the goals and objectives of the State Plan for Independent Living (SPIL), including the WASILC resource plan are designated in the Plan. DVR further agrees that they shall not interfere with systemic change, capacity building, advocacy activities, budget, and personnel management of the WASILC.

No conflict of interest is anticipated. It is agreed by the DSE and the SILC that:

- The legal purpose of WASILC is to carry out the State Plan for Independent Living.
- Executive Order EO 04-05 establishes the SILC as a distinct, autonomous, and separate program unit, and DVR shall not interfere with personnel management; The State Plan identifies the respective designated functions and responsibilities of and between the parties with regard to the implementation of the goals and objectives of the State Plan for Independent Living (SPIL).

Necessary and sufficient resources are provided for the SILC Resource Plan to ensure the SILC has the capacity to fulfill its statutory duties and authorities

**Necessary and sufficient resources.**

WASILC has implemented comprehensive fiscal policies and procedures to ensure proper internal controls and fiscal accountability. The WASILC members all receive a proposed budget developed by the WASILC Treasurer and WASILC Staff. After review and amendment, the WASILC will vote on the approval of the budget. While still maintaining autonomy, WASILC sends the DSE a budget that is based on the Council approved operating budget. The DSE reviews the WASILC budget for any issues in allowability or compliance with state and federal laws. Any issues that arise are discussed between WASILC and the DSE. If these situations occur, it is not the intent of the DSE to interfere with the autonomy of WASILC, but to provide fiscal oversight to the funds that they extend to WASILC.

Several processes are in place to ensure proper internal controls, including at all SILC meetings the full Council receives a financial review from the Treasurer and regular financial statements, as well as a review of the budget to actual expenditures.

**Section 6: Legal Basis and Certifications**
6.1 - DESIGNATED STATE ENTITY

The state entity/agency designated to receive and distribute funding, as directed by the SPIL, under Title VII, Part B of the Act is Department of Vocational Rehabilitation.

Authorized representative of the DSE Dana Phelps. Title: Director.

6.2 - STATEWIDE INDEPENDENT LIVING COUNCIL (SILC)

The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State is Washington Statewide Independent Living Council.

6.3 - CENTERS FOR INDEPENDENT LIVING (CILS)

The Centers for Independent Living (CILs) eligible to sign the SPIL, a minimum of 51% whom must sign prior to submission, are:

Center for Independent Living
Central Washington Disability Resources
Disability Action Center-NW, Inc.
Disability Empowerment Center

6.4.A

The SILC is authorized to submit the SPIL to the Independent Living Administration, Administration for Community Living.

Yes

6.4.B

The SILC and CILs may legally carryout each provision of the SPIL.

Yes

6.4.C

State/DSE operation and administration of the program is authorized by the SPIL.

Yes

Section 7: DSE Assurances

DSE ASSURANCES

Dana Phelps acting on behalf of the DSE Department of Vocational Rehabilitation located at:

Street: 4567 7th Ave SE
City: Lacey
State: WA
Zip Code: 98504
7.1
The DSE acknowledges its role on behalf of the State, as the fiscal intermediary to receive, account for, and disburse funds received by the State to support Independent Living Services in the State based on the plan;

7.2
The DSE will assure that the agency keeps appropriate records, in accordance with federal and state law, and provides access to records by the federal funding agency upon request;

7.3
The DSE will not retain more than 5 percent of the funds received by the State for any fiscal year under Part B for administrative expenses;

7.4
The DSE assures that the SILC is established as an autonomous entity within the State as required in 45 CFR 1329.14;

7.5
The DSE will not interfere with the business or operations of the SILC that include but are not limited to:
   1. Expenditure of federal funds
   2. Meeting schedules and agendas
   3. SILC board business
   4. Voting actions of the SILC board
   5. Personnel actions
   6. Allowable travel
   7. Trainings

7.6
The DSE will abide by SILC determination of whether the SILC wants to utilize DSE staff:
   1. If the SILC informs the DSE that the SILC wants to utilize DSE staff, the DSE assures that management of such staff with regard to activities and functions performed for the SILC is the sole responsibility of the SILC in accordance with Sec. 705(e)(3) of the Act (Sec. 705(e)(3), 29 U.S.C.796d(e)(3)).

7.7
The DSE will fully cooperate with the SILC in the nomination and appointment process for the SILC in the State;

7.8
The DSE shall make timely and prompt payments to Part B funded SILCs and CILs:
1. When the reimbursement method is used, the DSE must make a payment within 30 calendar days after receipt of the billing, unless the agency or pass-through entity reasonably believes the request to be improper;

2. When necessary, the DSE will advance payments to Part B funded SILCs and CILs to cover its estimated disbursement needs for an initial period generally geared to the mutually agreed upon disbursing cycle; and

3. The DSE will accept requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as necessary when electronic fund transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

DSE SIGNATURE SECTION

Dana Phelps
Name of DSE director/authorized representative

Title of DSE director/authorized representative

Electronic Signature

Date

Section 8: Statewide Independent Living Council (SILC) Assurances and Indicators of Minimum Compliance

8.1 - SILC ASSURANCES

Kimberly Meck acting on behalf of the SILC Washington Statewide Independent Living Council located at:

Street: 4565 7th Ave.
City: Lacey
State: WA
Zip Code: 98503

45 CFR 1329.14 assures that:

1. The SILC regularly (not less than annually) provides the appointing authority recommendations for eligible appointments;

2. The SILC is composed of the requisite members set forth in the Act;

3. The SILC terms of appointment adhere to the Act;
4. The SILC is not established as an entity within a State agency in accordance with 45 CFR Sec. 1329.14(b);

5. The SILC will make the determination of whether it wants to utilize DSE staff to carry out the functions of the SILC;
   a. The SILC must inform the DSE if it chooses to utilize DSE staff;
   b. The SILC assumes management and responsibility of such staff with regard to activities and functions performed for the SILC in accordance with the Act.

6. The SILC shall ensure all program activities are accessible to people with disabilities;

7. The State Plan shall provide assurances that the designated State entity, any other agency, office, or entity of the State will not interfere with operations of the SILC, except as provided by law and regulation and;

8. The SILC actively consults with unserved and underserved populations in urban and rural areas that include, indigenous populations as appropriate for State Plan development as described in Sec. 713(b)(7) the Act regarding Authorized Uses of Funds.

8.2 - INDICATORS OF MINIMUM COMPLIANCE

Indicators of minimum compliance for Statewide Independent Living Councils (SILC) as required by the Rehabilitation Act (Section 706(b), 29 U.S.C. Sec 796d-1(b)), as amended and supported by 45 CFR 1329.14-1329.16; and Assurances for Designated State Entities (DSE) as permitted by Section 704(c)(4) of the Rehabilitation Act (29 U.S.C. Sec. 796c(c)(4)), as amended.

(a) STATEWIDE INDEPENDENT LIVING COUNCIL INDICATORS -

1. SILC written policies and procedures must include:
   a. A method for recruiting members, reviewing applications, and regularly providing recommendations for eligible appointments to the appointing authority;
   b. A method for identifying and resolving actual or potential disputes and conflicts of interest that are in compliance with State and federal law;
   c. A process to hold public meetings and meet regularly as prescribed in 45 CFR 1329.15(a)(3);
   d. A process and timelines for advance notice to the public of SILC meetings in compliance with State and federal law and 45 CFR 1329.15(a)(3);
   e. A process and timelines for advance notice to the public of SILC meetings in compliance with State and federal law and 45 CFR 1329.15(a)(3);
      i. “Executive Session” meetings should be rare and only take place to discuss confidential SILC issues such as but not limited to staffing.
      ii. Agendas for “Executive Session” meetings must be made available to the public, although personal identifiable information regarding SILC staff shall not be included;
   f. A process and timelines for the public to request reasonable accommodations to participate during a public Council meeting;
g. A method for developing, seeking and incorporating public input into, monitoring, reviewing and evaluating implementation of the State Plan as required in 45 CFR 1329.17; and

h. A process to verify centers for independent living are eligible to sign the State Plan in compliance with 45 CFR 1329.17(d)(2)(iii).

2. The SILC maintains regular communication with the appointing authority to ensure efficiency and timeliness of the appointment process.

3. The SILC maintains individual training plans for members that adhere to the SILC Training and Technical Assistance Center’s SILC training curriculum.

4. The SILC receives public input into the development of the State Plan for Independent Living in accordance with 45 CFR 1329.17(f) ensuring:

   a. Adequate documentation of the State Plan development process, including but not limited to, a written process setting forth how input will be gathered from the state’s centers for independent living and individuals with disabilities throughout the state, and the process for how the information collected is considered.

   b. All meetings regarding State Plan development and review are open to the public and provides advance notice of such meetings in accordance with existing State and federal laws and 45 CFR 1329.17(f)(2)(i)-(ii);

   c. Meetings seeking public input regarding the State Plan provides advance notice of such meetings in accordance with existing State and federal laws, and 45 CFR 1329.17(f)(2)(i);

   d. Public meeting locations, where public input is being taken, are accessible to all people with disabilities, including, but not limited to:

      i. proximity to public transportation,

      ii. physical accessibility, and

      iii. effective communication and accommodations that include auxiliary aids and services, necessary to make the meeting accessible to all people with disabilities.

   e. Materials available electronically must be 508 compliant and, upon request, available in alternative and accessible format including other commonly spoken languages.

5. The SILC monitors, reviews and evaluates the State Plan in accordance with 45 CFR 1329.15(a)(2) ensuring:

   a. Timely identification of revisions needed due to any material change in State law, state organization, policy or agency operations that affect the administration of the State Plan approved by the Administration for Community Living.

6. The SILC State Plan resource plan includes:

   a. Sufficient funds received from:

      i. Title VII, Part B funds;

      ii. If the resource plan includes Title VII, Part B funds, the State Plan provides justification of the percentage of Part B funds to be used if the percentage exceeds 30 percent of Title VII, Part B funds received by the State;
iii. Funds for innovation and expansion activities under Sec. 101(a)(18) of the Act, 29 U.S.C. Sec. 721(a)(18), as applicable;

iv. Other public and private sources.

b. The funds needed to support:

i. Staff/personnel;

ii. Operating expenses;

iii. Council compensation and expenses;

iv. Meeting expenses including meeting space, alternate formats, interpreters, and other accommodations;

v. Resources to attend and/or secure training and conferences for staff and council members and;

vi. Other costs as appropriate.

SILC SIGNATURE SECTION

The signature below indicates the SILC’s agreement to comply with the aforementioned assurances and indicators:

Kimberly Meck
Name of SILC Chair

Electronic Signature
05/21/2024
Date

Section 9: Signatures

SIGNATURES

The signatures below are of the SILC chairperson and at least 51 percent of the directors of the centers for independent living listed in section 6.3. These signatures indicate that the Washington Statewide Independent Living Council and the centers for independent living in the state agree with and intend to fully implement this SPIL’s content. These signatures also indicate that this SPIL is complete and ready for submission to the Independent Living Administration, Administration for Community Living, U.S. Department of Health and Human Services. The effective date of this SPIL is 10/01/2024.

SILC SIGNATURE SECTION

Electronic Signature
05/02/2024
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